

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Associate State Archaeologist	
		Division and/or Subdivision Fortuna Resource Management	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Humboldt-Dei Norte Unit Fortuna, CA	
		Class Title of Position Associate State Archaeologist	
		Position Number 541-111-2809-001	
		Effective Date October 24, 2022	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the supervision of the Unit Forester of the CAL FIRE Humboldt-Dei Norte Unit, the Associate State Archeologist provides archaeological, historical, and cultural resource management expertise to Department of Forestry and Fire Protection (CAL FIRE) Resource Management Program, Vegetation Management, Forestry Assistance, Engineering, and Fire Protection programs. The position will primarily be used to review CalFire projects located in the Humboldt Dei-Norte Unit but may be assigned to project, training, and emergency incident tasks throughout the state. Extensive travel will be involved to visit fieldwork locations situated mostly in Northwestern California, but at times in any portion of California. Specific duties include the following: *Forest Practice Review and Enforcement - Assists Regional Review Team Archaeologist with reviews of archaeological report submissions for timber harvesting plans and other harvesting documents. *Evaluates the adequacy of archaeological work performed for timber harvest documents. Proposes project recommendations and follow-up work when necessary. *Evaluates survey results, site impact assessments, site protection measures, and makes specific, enforceable recommendations to correct report deficiencies and ensure protection of cultural resources. *Advises CAL FIRE Forest Practice Inspectors of sensitive cultural site/features and/or issues to be addressed during pre-harvest inspections. This includes field evaluations of identified as well as potentially unidentified archeological and historical sites and features associated with proposed timber harvest projects that require the ability to safely drive motor vehicles and all-terrain vehicles (ATVs).		
20%	*California Environmental Quality Act review for protection of cultural resources - Provides scope of survey and report documentation, assessing site significance, and developing recommendations for protection measures associated with CAL FIRE facility and property projects; Vegetation Management Plan (VMP) and Vegetation Treatment Plan (VTP) projects; CAL FIRE Fire Prevention and Fuel Reduction grant projects to avoid significant adverse impacts to archaeological or historical resources. Reviews and supplements cultural resource investigations conducted by archaeologically-trained Department staff work. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Must possess a valid and current Driver's License; be able to work in steep and heavily vegetated terrain in a wide variety of weather conditions; and be able to work on assignments throughout California.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Associate State Archaeologist	
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5%	*Emergency Incident assistance – Attends ICS training and maintains Incident Command System (ICS) qualifications to provide emergency incident assistance throughout California.		
10%	*CAL FIRE Liaison to Government Agencies, Native American Tribes, and Public. Consults with and gives advice to CAL FIRE Project Managers, CAL FIRE Archaeologists, the State Office of Historic Preservation, US Forest Service, Native American Heritage Commission, local Native American groups, Archaeological Information Centers.		
25%	*CAL FIRE Region Duties (under Region direction) including: 1) General Archeology Program assistance including participation in policy, procedure and program development and review; statewide engagement with Native American relationships, including THPO summits and other relevant events; State-wide engagement as a CAL FIRE Archeological Program representative. 2) Assisting with archaeological surveyor courses/training to include assistance with the Timber Regulation and Forest Restoration Program Archaeologist and others in delivering archaeological training courses and programs including the archaeological site recognition program for resource professionals and other archaeological training courses given to CAL FIRE staff and others. 3) Attend training on cultural resource management techniques, emergency response procedures, or other topics as required. 4) Assists Regional Review Team Archaeologist with reviews of archaeological report submissions for timber harvesting plans and other harvesting documents. 5) Provides scope of survey and report documentation, assessing site significance, and developing recommendations for protection measures associated with CAL FIRE facility and property projects; Forestry Assistance projects; Vegetation Management Plan (VMP) and Vegetation Treatment Plan (VTP) projects; CAL FIRE Fire Prevention and Fuel Reduction grant projects to avoid significant adverse impacts to archaeological or historical resources. Reviews and supplements cultural resource investigations conducted by archaeologically-trained Department staff work. 6) Assistance with CEQA projects requiring additional CAL FIRE archaeologist support (e.g., excavations, monitoring, site documentation).		
5%	*Administrative Duties – Prepares time-reporting forms, travel claims, and provides other administrative functions.		
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